

Services to Help You Succeed

Academic and Student Affairs (www.capital.edu/academic-affairs)

The Provost and Vice President for Academic Affairs of the university is principally responsible for faculty and academic programs. The Provost reports directly to the President and serves as the campus representative in the President's absence. The Provost is the University's chief academic officer, with responsibility for managing the policies and practices that affect the academic life of the University as a whole.

Academic Success (www.capital.edu/celt)

The Academic Success office offers peer tutors help you study, write and think in subjects from business to writing, study strategies counseling, study and review sessions, supplemental instruction, and testing services.

Bookstore (<http://capital.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=63057&catalogId=10001>)

Campus Safety (www.capital.edu/safety)

Capital University provides Public Safety officers on campus 24 hours a day seven days a week for your protection. Public Safety officers are here to provide a safe and secure environment for the entire Capital community. Capital's Public Safety officers are in close touch and cooperate effectively with surrounding law enforcement agencies, if needed. The Bexley Police Department is across from campus on Main Street and is very cooperative as a resource to the Capital University Department of Public Safety. **Weekdays until midnight: 236-6504; Weekends and after midnight: 236-6666**

Career Development (www.capital.edu/careerdevelopment)

Career Development, a department within the Division of Student Affairs, assists students and alumni with the process of identifying and implementing career goals that complement their learning, development, and success. The department can help students choose a major and career, learn about jobs and internships, and find job and internship openings.

Center for Health and Wellness (www.capital.edu/health)

The Center for Health and Wellness provides medical, counseling, and disability services for all Capital students. The center is located in the Kline Building, between Battelle Hall and the Blackmore Library at 2311 E. Main St., Bexley.

The center will [see walk-in patients five days a week](#). Call 614-236-6114 if you have questions or to schedule a medical, counseling, or disability services appointment, and leave a voicemail message if necessary so that we can call you back. Monday 8:30 am-6:30 pm, Tuesday-Thursday 8:30 am-5 pm, Friday 8:30 am-3:30 pm. *The center is closed Monday-Friday, noon to 1 pm*

After-Hours Care and Emergencies

- If you feel you are in a life-threatening situation and you're on Bexley's campus, call Public Safety at 614-236-6666. If Public Safety determines you don't need to be taken to the emergency room, an officer will contact Residence Life and Housing staff (even for students who don't live on campus) so that an on-site staff member can help assess your need and contact the appropriate on-call center staff member.
- Commuter and residential students may contact Residence Life and Housing at 614-323-3282.
- Residential students should consult with their Resident Assistant or Area Director.

Code of Conduct (www.capital.edu/student-conduct)

As a member of Capital University, you have voluntarily entered into a community of learners who are expected to exhibit thoughtful academic study and discourse, and ethical and socially responsible behavior on and off-campus. The University has developed the [Code of Student Conduct and Academic Integrity](#) (PDF) and the [Student Handbook and Academic Planner](#) (PDF) to support its academic mission, objectives, processes, functions, and general operations.

Disability Services (www.capital.edu/disability-services)

The Office of Disability Services regularly consults with interested students who have disabilities about academic, social and personal issues. Students are encouraged to take an active role in their experiences at Capital, becoming confident and assertive in their dealings with people on or off campus. Students with personal issues may also be referred to the University Counseling Service or other off campus service providers. Professional consultation on teaching/learning strategies for students with disabilities is available to all faculty and staff from the Office of Disability Services. The Coordinator also consults regularly with University Counsel to ensure compliance with all applicable legal requirements. Questions may be directed to Jennifer Speakman, Ph.D., Coordinator of Disability Services, by calling 614-236-6114 or by emailing jspeakma@capital.edu.

Honors Program (www.capital.edu/honors)

- Small, faculty-led seminars
- Fun social and cultural activities
- Special Honors housing
- Collaboration with talented people

The Honors Program is open to all full-time undergraduate students of all majors. To be considered, you must have: ACT composite score of at least 26 (or SAT score of 1170 from critical reading and math), GPA of 3.5 or higher while a full-time student at Capital, Permission of Dr. Dina Lestner, director of the Honors Program. To graduate from the Honors Program,

you must maintain a cumulative GPA of 3.2 or higher and complete: At least four honors experiences (through honors seminars, honors sections of general education courses or departmental courses that are designated as honors); HONS 310, a junior-level seminar; HONS 410, a senior-level capstone where you conduct scholarship on your choice of topic

Library (www.capital.edu/library)

A key to your research success. And as a member of the shared OhioLINK Catalog, you'll have access to more than 40 million library items throughout the state.

Multicultural Affairs (www.capital.edu/multiculturalaffairs)

The Multicultural Affairs Office serves as a valuable resource to the university and students. In conjunction with other institutional entities, the MAO plans and implements diverse and [inclusive programming and activities](#) on campus. The MAO offers all Capital students access to a number of resources, including the [Multicultural Resource Center](#) where students can check out texts, magazines and videos for use on class projects or just for personal enjoyment.

Registrar (www.capital.edu/registrar)

The Registrar's Office is the center of Capital University's educational record needs. We handle grades, registration, graduation, transcripts, transfer evaluations, verifications, and changes to your personal information. Our doors open to help you get the attention you deserve.

Religious Life (www.capital.edu/religious-life)

Every Capital student is a welcome member of our spiritual community. It doesn't matter if you're Catholic, Methodist, Jewish or Muslim instead of Lutheran. If you're not sure what you believe, or if God just isn't on your radar screen right now, that's OK, too. Capital's strong Lutheran tradition creates an environment of freedom and community for all of our students.

Student Accounts (www.capital.edu/student-accounts)

The Student Accounts office is located in Yochum Hall. Our hours of operation are from 8 am to 4 pm, Monday through Friday (May 7 - August 21) and 8:30 am to 5 pm, Monday through Friday beginning August 24.

Study Abroad Program (www.capital.edu/studyabroad)

Add depth and breadth to what you learn in the classroom. Interact with people of different cultures and religions. Gain a fresh perspective on your own cultural background.

Summer Science Institute (www.capital.edu/summer-institute)

Finish a year of science or math in only four weeks. Choose from 11 courses, including calculus, computational studies and organic chemistry.

Summer Session (www.capital.edu/summersession)

Pick up some credits or get ahead in your program by taking summer courses.

Technology (www.capital.edu/IT)

Need technical support? Contact the IT Service Desk at 614-236-6508 or servicedesk@capital.edu. Walk-ups are welcome during normal business hours in the lower level of Blackmore Library. You can also create, submit and check the status of your own ticket online through our tracking system, [FootPrints](#). If you have never used FootPrints before, that's okay. Review this simple FootPrints help document and you will be able to create your own ticket online with no problem.

Hours of Operation: Monday - Thursday 7:45 am - 8 pm; Friday 7:45 am - 6 pm; Saturday - Sunday 1 - 5 pm. Stay connected on campus with our super-fast internet access. We've got plenty of [computer labs](#) (www.capital.edu/labs) and buildings with wireless. Working on a video for your multimedia class? Visit a specialized computer lab for the latest digital imaging software.

Undergraduate Scholarship (<http://www.capital.edu/undergraduate-research/>)

We know that getting involved in original research as an undergraduate can put you light-years ahead of the competition when it comes to graduate school. That's why you'll find [opportunities for undergraduate projects](#) in just about every field or major we offer.